

This is a review of the hiring process for a (Position Title) for (Department). This position was posted on (date) and is posting number (Posting Number). This feedback report will include the data from applications, strengths and areas for improvement in future hiring opportunities, recommended questions for review, general feedback from the Equity and Access office, and department demographics.

**I. Analysis of Search: Strengths**

- a. Applicant pool is more racially/ethnically diverse than Hays County.
- b. The qualifications in the matrix match the qualifications in the posting.

**II. Analysis of Search: Areas for Improvement**

- a. Applicant pool does not reflect Hays County in its gender distribution. There was an underrepresentation of Male applicants.

**III. Recommended Questions for Review**

- a. How were the qualifications in the matrix scored?
- b. How was the qualification of excellent interpersonal and communication skills assessed from application materials?

**IV. Feedback from Equity and Access**

- a. Applicant pool is more racially/ethnically diverse than Hays County and has an underrepresentation of Male applicants. Consider recruitment practices that would draw members of this group to apply.
- b. The qualifications in the matrix match the qualifications in the posting and do not have clear scoring. To ensure consistent and equitable scoring across applicants we recommend having clear scoring for all qualifications. There was one qualification where it is unclear how it would be assessed from application materials.
- c. This hire did not increase the gender diversity of the department but did increase the racial/ethnic diversity of the department.

**V. Basic Information from Search**

- a. Days the posting was open: 7/18/16-8/2/16, 16 days

**I. Applicant Pool Data**

Applicant Pool	All Applicants (122)	Not Hired Not Interviewed (101)	Interviewed Not Hired (2)	Not Hired
Females	56.6	56.4	61.9	Of All Applicants 82.8
Males	32.8	32.7	28.6	Min Req Not Met 14
Undisclosed	10.7	10.9	9.5	Low Matrix Scores 84
Hispanic/Latino	27.9	26.7	33.3	Applicant Withdrew 2
Am. Indian/Alaska Native	0	0	0	
Asian	2.5	2	4.8	
Black/ African American	9.8	10.9	4.8	
Native Hawaiian/ Pac. Islander	0	0	0	
White	51.6	51.5	52.4	
Other	0	0	0	
Two or More Races	1.6	2	0	
Undisclosed	6.6	6.9	4.8	
Veteran	6.6	6.9	4.8	

**II. Hays County Demographics Based on July 1, 2015 Census**

Gender	Percentage
Female	50.2
Male	49.8
Race/Ethnicity	
Hispanic/Latino	37.6
American Indian or Alaska Native	1.2
Asian	1.6
Black or African American	4.2
Native Hawaiian or Other Pacific Islander	0.2
White	55.5
Other	
Two or More Races	2.1

**III. Department Staff Demographics**

	Pre Hire	Post Hire
Females	90.2	90.3
Males	9.8	9.7
Undisclosed	0	0
Hispanic/Latino	6.6	6.5
American Indian/ Alaska Native	0	0
Asian	1.6	1.6
Black/ African American	1.6	3.2
Native Hawaiian/Other Pacific Islander	0	0
White	85.2	83.9
Other	0	0
Two or More Races	1.6	1.6
Undisclosed	3.3	3.2

